

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): RESULTS Educational Fund

Travel date(s): February 18-26, 2017

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$2,053.16	\$470	\$195.08	\$185, U.S. ground transport; \$225.50, in-country transport; \$40 visa fees; \$6 entrance to Tuol Sleng Prison Museum

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Addendum attached

03/17/2017  
(Date)

Anna M. Yelverton  
(Printed name of traveler)

AM. Yelverton  
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

3/17/17  
(Date)

Cheri Cooper  
(Signature of Supervising Member/Officer)

Form RE-2





January 3, 2017

Anna Yelverton  
Senator Chris Coons  
127A Russell Senate Office Building  
Washington, DC 20510

Dear Anna,

We would like to invite you to participate in an educational trip to Cambodia that RESULTS Educational Fund is organizing for February 2017. **At this time, the trip is planned for the week of February 18-26, 2017.** We are planning to spend four to five full days (not including travel) to view maternal and child health, nutrition, early childhood development, education, and tuberculosis programs on the ground.

The purpose of this trip is to provide you with firsthand experience examining the progress and challenges faced by developing countries addressing extreme poverty, as well as the impact of U.S. government support for programs focused on these issues. The trip will include field visits and discussions with host country officials and frontline health workers, relevant U.S. government officials, local civil society organizations, and beneficiaries.

Traveling to Cambodia will provide the opportunity to view a diverse set of U.S. and multilateral assistance programs in both rural and urban settings. This trip will allow us the opportunity to see areas of progress as well as assess remaining challenges in fighting poverty and diseases.

Over the past decade, Cambodia has made impressive strides improving maternal and child health, including in rural areas. However, 32 percent of children remain stunted due to lack of nutritious food. Cambodia is a USAID Nutrition Priority Country and we will see firsthand the impact of U.S. government support for child health and nutrition programs. We will also see how Gavi, the Vaccine Alliance, is working to increase access to immunizations to continue improving child survival and health.

Since 2005, Cambodia has increased access to primary school from 81 percent of children to over 95 percent of children in primary school in 2014. With support from the Global Partnership for Education, Cambodia is now working to increase access to early childhood care and education to ensure children are ready to learn when they enter primary school. We will learn about the impact of both U.S. government-supported programs and Global Partnership for Education programs on the education of children in Cambodia.

With one of the highest rates of tuberculosis in the world and more than 13,000 Cambodians dying from the infection each year, both USAID and the Global Fund to Fight AIDS, Tuberculosis and Malaria are investing heavily in the fight against tuberculosis. We will see firsthand how these programs are working directly in communities to diagnose and treat tuberculosis, including in rural areas where access to health care remains a significant challenge.



Given your role and interest in addressing these issues, we would be thrilled if you could join us on this trip. We think this will be an enlightening and moving experience and very much hope that you will be able to participate.

We look forward to a favorable reply and thank you in advance for your consideration.

Joanne Carter

1101 15<sup>th</sup> St NW, Suite 1200 | Washington, DC 20005  
P: 202.783.4800 | F: 202.452.9356 | [www.results.org](http://www.results.org) | @RESULTS\_Tweets

**800-847-6666**

## Trip Agenda

### February 18: Saturday

8:00am	REF will arrange for car service from your home to the airport. Company contact: Dave Terefe, 202.390.1947 or 703.622.4338
9:15am	Arrive at Washington, D.C. Dulles International Airport.
11:50am	Depart Dulles: Korean Air Flight 94.

### February 19: Sunday

4:30pm	Arrive Seoul Incheon International Airport.
6:30pm	Depart Seoul: Korean Air Flight 689.
10:25pm	Arrive Phnom Penh International Airport, Phnom Penh, Cambodia: Immigration and Customs clearance, baggage collection.  A driver will meet you at the airport after you clear Immigration and Customs and collect your luggage, and will transport you as a group to the Aquarius Hotel.  Check-in to Aquarius: Reservations have been made under your name and rooms will be available for your check-in upon arrival to the hotel. All appropriate and reasonable hotel costs and expenses will be paid by REF.  Rest for the remainder of the evening.

### February 20: Monday

7:00am	Meet RESULTS Educational Fund staff for breakfast, welcome, and initial morning briefing in hotel dining room.
8:00am	Meet UNICEF staff at hotel entrance with overnight bags.  Contact: Debora Comini, UNICEF Representative to Cambodia dcomini@unicef.org (855) 23 426 214/5
8:15am – 12:15pm	Travel to Kratie Province. Overall trip briefing by RESULTS Educational Fund staff in car. Briefing on maternal, newborn, and child health and nutrition in Cambodia by UNICEF staff for remainder of car ride.
12:15 – 1:15pm	Lunch in Kratie town with local UNICEF staff and overview of Kratie and specific challenges in this province.

RESULTS Educational Fund

1:15 – 1:45pm	Travel to local hospital.
1:45 – 3:45pm	Visit Kratie hospital with a focus on the pediatric care and malnutrition units.
3:45 – 4:15pm	Travel from hospital to Kratie market.
4:15 – 5:15pm	Visit local market to conduct an iodized salt assessment to test for appropriate levels of iodine, a key component of quality child nutrition.
5:15 – 5:45pm	Travel from market to hotel.
5:45 – 6:30pm	Check into hotel and rest.
6:30 – 7:45pm	Dinner at hotel with UNICEF staff with debrief and discussion of day.

### February 21: Tuesday

Morning	Breakfast on own at hotel.
8:00 – 9:15am	Meet in hotel lobby and travel to village in Kratie province; briefing on what to expect during the day with UNICEF staff in car.
9:15 – 11:00am	Visit local community center and view trainings with children on health; nutrition; and water, sanitation, and hygiene (WASH) best practices. Chance to interact with children and hear more about what they have learned.
11:00 – 11:30am	Travel to local health center. Snacks provided in car.
11:30am – 1:00pm	Visit village health center, with a focus on maternal health. Interview pregnant mothers and view WASH assessment via quality testing.
1:00 – 2:00pm	Travel to lunch in Kratie town.
2:00 – 3:00pm	Late lunch with local UNICEF staff and debrief on time in Kratie. Discussion of differences between urban and rural health access for mothers and young children.
3:00 – 6:00pm	Travel to Kampong Cham Province; meet and greet with USAID staff upon arrival.
6:00 – 8:30pm	Dinner with USAID Cambodia staff. Briefing on tuberculosis: what it is, the infection rate in Cambodia, progress that has been made, and challenges remaining. Preview of site visits tomorrow and safety briefing.
8:30pm	Travel to hotel and rest for the night.

### February 22: Wednesday

Morning	Breakfast on own at hotel.
8:30 – 9:00am	Travel to nearby village.
9:00 – 11:00am	Visit village-level TB clinic. Talk with caregivers and patients about diagnosis and treatment.

11:00 – 1:00pm	Visits with community-based health workers working at the household level on TB screening and Directly Observed Therapy, Short Course (DOTS) (i.e. treatment for TB. Accompany on visits.
1:00 – 2:00pm	Lunch
2:00 – 5:00pm	Visit Kampong Cham TB diagnosis and treatment facility. Discussion with doctors and health workers on differences between facility- and community-based treatment as well as discussion of drug-resistant TB and challenges faced.
5:00 – 6:30pm	Travel back to Phnom Penh.
6:30 – 8:00pm	Dinner and debrief on day.
8:00pm	Travel back to hotel and rest for the night.

## February 23: Thursday

Morning	Breakfast on own at hotel.
8:30 – 9:00am	Meet in hotel lobby; introduction from RESULTS Educational Fund staff on education in Cambodia and the Global Partnership for Education (GPE).
9:00 – 9:30	Travel to office of NGO Education Partnership.
9:30 – 11:30am	<p>Meeting with Mr. Chin Chanveasna, Executive Director of the NGO Education Partnership (NEP). NEP is a coalition of over 125 local and international organizations working to improve access to and quality of education in Cambodia. NEP is designated by the Ministry of Education, Youth, and Sports to represent civil society on education and policy reform in Cambodia. NEP is also an active participant and represents civil society in the GPE process at country level. This meeting will allow participants to hear about Cambodia's progress and challenges in improving quality education and the role played by GPE. Officials from the Ministry of Education of Cambodia may also join the meeting.</p> <p>Contact:</p> <p>Mr. Chin Chanveasna  dir@nepcambodia.org  (855) 23 22 47 74</p>
11:30 – 11:45am	Transport to site visit.
11:45am – 12:45pm	Visit early childhood education program run by NEP partners.
12:45 – 1:15pm	Travel to lunch.
1:15 – 2:30pm	Lunch with NEP staff and key coalition members representing NEP's working groups to hear about their work.
2:30 – 3:00pm	Travel to site visit.
3:00 – 5:00pm	Visit remedial after-school program for vulnerable children falling behind run by NEP partners.







11:30am – 12:00pm	Travel to lunch.
12:00 – 1:30pm	Lunch and debrief from the Prison Museum as a group, including how the history of the country might have an impact on the health and education systems visited during the trip.
1:30-1:45pm	Travel to hotel.
1:45 – 2:45pm	Time to rest and decompress on own.
2:45 – 3:00pm	Travel to local indigenous market.
3:00-5:00pm	Visit local indigenous market. This is an opportunity to further learn about the history and culture of Cambodia, particularly in the years since the Khmer Rouge, and how it has affected local business and people. There will be a chance to talk with local artisans and small business owners, mostly women, about their lives and work. Economic empowerment, including entrepreneurship and women's empowerment, are key components of successful programs to reduce poverty. Local markets like this can provide jobs to the local community, helping build the economy and provide pathways out of poverty.
5:00 – 5:15pm	Travel to dinner.
5:15 – 6:45pm	Final dinner celebration and trip reflections at Romdeng, run by an NGO that trains very low income Cambodians in the restaurant business and serves Khmer food. Similar to the market, restaurants like this are becoming common in Phnom Penh, providing opportunities for vulnerable and low-income people to lift themselves out of poverty by building skills and opportunities for employment. This will allow the opportunity to meet and support these people in their places of work while discussing the economic avenues available to those living in poverty.
6:45 – 7:00pm	Travel to hotel.
7:00 – 8:00pm	Final packing, etc. at hotel.
8:00pm	Check out of hotel and depart for airport.
11:45pm	Depart Phnom Penh: Korean Air Flight 690.

## February 26: Sunday

6:45am	Arrive Seoul Incheon International Airport.
10:15am	Depart Seoul: Korean Air Flight 93.
9:50am	Arrive Dulles. Car transportation home will be arranged by REF. After you collect your luggage, please look for a driver holding a sign with your name. Company contact: Dave Terefe, 202.390.1947 or 703.622.4338

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): RESULTS Educational Fund
2. Description of the trip: Please see attached addendum.
3. Dates of travel: February 18-26, 2017
4. Place of travel: Phnom Penh, Cambodia
5. Name and title of Senate invitees: Please see attached addendum.
6. I certify that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
AND
  - ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

RESULTS Educational Fund is host to the delegation, is responsible for the logistics and content of the trip, is solely responsible for selecting trip participants, and will be accompanying the staffers and arranging all meetings.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Please see attached addendum.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

RESULTS Educational Fund has sponsored more than 10 overseas educational trips for Congressional staff and Members since 2008. Most recently, we sponsored a trip to Malawi for four staff members in the House of Representatives in April 2016 and a House staffer to South Africa in July 2016.



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

**RESULTS** Educational Fund raises awareness of the progress and challenges of addressing extreme poverty worldwide by supporting volunteers to engage with their communities, work with the media, and educate policy makers and decision makers.

**16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$2000 (round-trip, coach class airfare); \$500 (ground transportation and gas within Cambodia and to/from the airport in the U.S.)	\$700 for six nights	\$680 for seven days (plus two travel days at half per diem rate)	\$35 in visa fees

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) The trip involves an event that is arranged or organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

**Please see attached addendum.**

19. Name and location of hotel or other lodging facility:

Aquarius Hotel, No 5, St 240, Sangkat Chakto Mukh, Khan Duan Penh, Phnom Penh, Cambodia

20. Reason(s) for selecting hotel or other lodging facility:

Safety and proximity to site visits and meeting, particularly the U.S. Embassy and Cambodian government buildings.

21 Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging expenses are below the maximum lodging rate for Phnom Penh as put forward by the U.S.

Department of State (approximately \$115/night vs. \$151/night) and the good faith estimates of meal expenses are in line with the Department of State M&IE rate of \$85/day, with travel days at \$42.50/each.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

**Coach class air travel.**

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

**None - not providing entertainment.**

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

**Signature of Travel Sponsor:**

Name and Title: Mark Butler, Director, Finance & Administration

Name of Organization: RESULTS Educational Fund

**Address:** 1101 15th St NW Suite 1200, Washington, DC 20005

Telephone Number: 202.783.4800

**Fax Number:** 202.468.1397

**E-mail Address:** mbutler@results.org (please direct questions to agrossman@results.org)

Private Sponsor Certification - Page 4 of 4

**RESULTS Educational Fund  
Congressional Staff Educational Trip to Cambodia, February 2017**

**U.S. Senate Select Committee on Ethics  
Private Sponsor Travel Certification Form Addendum**

**2. Description of the trip:**

This trip will provide relevant Senate staff members firsthand experience examining the progress and challenges faced by Cambodia as it seeks to address extreme poverty, as well as the impact of U.S. government foreign assistance programs. The trip will include field visits and discussions with Cambodian government officials, relevant U.S. government officials, local civil society organizations, frontline health workers, and beneficiaries.

**5. Name and title of Senate invitees:**

The following Senate staffers were invited to attend the RESULTS Educational Fund-sponsored trip to Cambodia from February 18-26, 2017. RESULTS Educational Fund invited these participants because of their professional engagement and interest in issues relating to addressing extreme poverty, including global health and education. As a result, RESULTS Educational Fund would like to offer these staffers the opportunity to gain firsthand knowledge of the progress made and challenges remaining to improving health services and the education system.

RESULTS Educational Fund has invited the following Senate staffers:

Avenel Joseph, Senior Policy Advisor for Health and Environment, Senator Edward Markey  
Ryan Kaldahl, Professional Staff Member, Select Committee on Intelligence, Senator Susan Collins  
Bethany Poulos, Legislative Aide, Senator Marco Rubio  
Jacqueline Thomas, Legislative Assistant, Senator Chris Coons  
Anna Yelverton, Legislative Correspondent, Senator Chris Coons

**13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:**

For over 35 years, RESULTS Educational Fund has worked to raise awareness of extreme poverty worldwide. RESULTS Educational Fund is organizing this trip to educate and engage Congressional staffers on issues related to addressing extreme poverty, including global tuberculosis, maternal and child health and nutrition, and basic education. RESULTS Educational Fund would like to offer Congressional staffers the opportunity to gain firsthand knowledge of the progress and challenges of this work.

**18. Reason for selecting the location of the event or trip:**

Traveling to Cambodia will provide the opportunity to view a diverse set of U.S. and multilateral assistance programs in both rural and urban settings, allowing participants to see areas of progress as well as assess remaining challenges in fighting poverty and diseases. Cambodia receives support from USAID; PEPFAR; the Global Fund to Fight AIDS, Tuberculosis and Malaria; Gavi, the Vaccine Alliance; and the Global Partnership for Education. It has made impressive progress improving maternal and child health and enrolling children into primary school and even early childhood development programs, but still struggles with lack of quality services. In particular, Cambodia has one of the highest rates of tuberculosis worldwide.

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**RESULTS** Educational Fund is connected to health and education programs in Cambodia as part of our work to raise awareness about the problems to and solutions of global poverty. **RESULTS** Educational Fund has worked extensively to research these in-country programs.

**RESULTS** Educational Fund has worked extensively to research these in-country programs.

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Date/Time Stamp:

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Anna Yelverton

Name of Traveler: \_\_\_\_\_

Senator Chris Coons

Employing Office/Committee: \_\_\_\_\_

Private Sponsor(s) (list all): RESULTS Educational Fund

Travel date(s): February 18-26, 2017

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Cambodia

Explain how this trip is specifically connected to the traveler's official or representational duties:

*as Legislative Correspondent*  
My portfolio includes international development, foreign assistance, human rights, and global health. This trip will allow me to gain firsthand knowledge about these issues areas and how they relate to Senator Coons' roles on the Foreign Relations and Appropriations Committee, as well as the Senate Human Rights Caucus, of which he is the co-chair.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

01/19/2017  
(Date)

*Anna Yelverton*  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Senator Chris Coons hereby authorize Anna Yelverton  
(Print Senator's/Officer's Name) (Print Traveler's Name)

I can employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

1/19/17  
(Date)

*Chris Coons*  
(Signature of Supervising Senator/Officer)